

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1550

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

| MDOT Maryland Transportation Authority | | Office of MBE/Equal Opportunity |
|--|---|---|
| AGENCY | | DIVISION |
| Item No. | Description | Retention |
| 01 | <u>Complaints of Discrimination</u> Original complaint forms, correspondence and dispositions on employees of the Maryland Transportation Authority. | Retain in office for three (3) years after closure of case, transfer to Record Center for an additional five (5) years, then destroy. |
| 02 | <u>Governor's Code of Fair Practices - General Correspondence</u> Letters, reports, memorandums, newsletters and miscellaneous correspondence. | Retain in office for three (3) years, then destroy. |
| 03 | <u>Contractor Compliance</u> On-site Compliance Review on contractors, forms and general correspondence. | Retain in office for three years after closure, then transfer to Records Center for two (2) additional years, then destroy. |
| 04 | <u>Handicap Program</u> Letters, reports memoranda, forms, pamphlets and general correspondence. | Retain in office for three (3) years, then destroy. |

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

10/16/92 W. Franklin Bowles EO eff.
Date Signature Title

MAY 11 1993

Edward C. Saperstein

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1550

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NO. 2 of 2

| Item No. | Description | Retention |
|----------|---|--|
| 05 | <p><u>General Correspondence Files</u> These files contain incoming and outgoing correspondence for the Office of MBE/Equal Opportunity. Files also include Affirmative Action Plan correspondence and U.S. Department of Transportation correspondence.</p> | Retain in office for three (3) years, then destroy. |
| 06 | <p><u>Minority Business Enterprise Files</u> Files contain general Minority Business correspondence, the Minority Business Enterprise Program Manual and Directory, Minority Business literature, and correspondence.</p> | Retain Program Manual and Directory permanently, transfer periodically to the Maryland State Archives. Retain other files in office for one (1) year, then destroy. |
| 07 | <p><u>Modal Administration Files</u> Files contain reports, incoming and outgoing correspondence, and contractors and Departmental Affirmative Action plans.</p> <p>Unofficial Personnel Files These files consist of the following:</p> <p>Employee Personnel History files. (Office Copy only)</p> <p>Daily Time Sheets.</p> <p>Personnel Detail by Race and Sex Quarterly Reports.</p> | <p>Retain in office for one year, then destroy.</p> <p>Retain in office for three (3) years after separation from State service, then destroy.</p> <p>Retain for one (1) year, then destroy.</p> <p>Retain in office for one year, then destroy.</p> |

| | | | | | |
|--|--|---|--|---|--|
| INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>7</u> | |
| 1. DEPARTMENT/AGENCY TRANSPORTATION | | 2. DIVISION Maryland Transportation Authority | | 3. UNIT Equal Opportunity Office | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | | |
| 4. RECORD SERIES TITLE COMPLAINTS OF DISCRIMINATION | | | | 5. EARLIEST YEAR/LATEST YEAR <u>84</u> TO <u>present</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Original complaint forms, correspondence and disposition on complaints filed by MdTA employees. </div> <div style="width: 48%;"> To document investigation and Authority's position regarding case. Retain 8 years after disposition and then shred - Copy of determination retained indefinitely. </div> </div> | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 1 <u>1/2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY) _____ | |
| 11. FILE IS USED As needed <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | 12. FILE BECOMES INACTIVE AFTER <u>8</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | | |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Engineering/Finance Bldg. 3rd floor - F.S. Key Bridge | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | |
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | 18. RECOMMENDED RETENTION 8 years | | | |
| 19. NAME AND TITLE OF PREPARER W. Franklin Bowles Equal Opportunity Officer | | 20. TELEPHONE NUMBER 410 288-8431 | | 21. DATE 9/24/92 | |

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 7

1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Governor's Code of Fair Practices
General Correspondence

5. EARLIEST YEAR/LATEST YEAR
89 TO 92

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Letters, reports, memorandums, newsletter and miscellaneous correspondence.
General reference
Retained in office for three years and then destroyed.

7. RECORD SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1/4 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
varies ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Engineering Finance Bldg.
Human Resources - 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

Md. Publication Act Section 10-616 Personnel
Records

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

3 years

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles
Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Contractor Compliance Files

5. EARLIEST YEAR/LATEST YEAR
85 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

On-site compliance review
on contractors, forms and
general correspondence
relative to compliance with
MDOT MBE Program.

Retain in office three years after
closure, then transfer to Records
Center for 2 additional years, then
destroy.

(Separate file maintained
for each contract over
\$100,000. awarded by the Authority)

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
3 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1/2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Engineering Finance Building
- Human Resources - 2nd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Five years

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles
Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Handicap Program / ADA Program

5. EARLIEST YEAR/LATEST YEAR
'88 TO '92

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Reports, memorandums, publications and general correspondence. Reference and documentation

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
varies ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Engineering/Finance Bldg.
F.S. Key Bridge - 3rd floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain at facility three years then destroy.

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles
Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

GENERAL CORRESPONDENCE

5. EARLIEST YEAR/LATEST YEAR
'89 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

File contains incoming and outgoing correspondence of a general nature.

Retain in office three years and then destroy.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

1/5th ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

NUMBER ☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☒ WEEKLY

☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

☐ YES ☐ NO

15. ACCESS RESTRICTIONS

☐ YES

☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Three years.

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles

Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

MINORITY BUSINESS ENTERPRISE PROGRAM FILES

5. EARLIEST YEAR/LATEST YEAR
'87 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence with MDOT MBE office, MBE Manual and Directory, recertification inquiries from MDOT. General correspondence regarding MBE program.

Reference and documentation regarding matters involving MBE Program.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☒ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1 1/2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
1 1/2 ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Engineering Finance Bldg.
Third Floor - Francis Scott Key Bridge

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Three years

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles
Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
TRANSPORTATION

2. DIVISION
Maryland Transportation
Authority

3. UNIT
Equal Opportunity Office

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

ADMINISTRATION FILES (MdTA)

5. EARLIEST YEAR/LATEST YEAR
86 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence between various
divisions of the Authority.
MdTA Affirmative Action Plan, Race & Sex
Statistics on Authority personnel,
Daily time sheets for EO Office.

Reference, documentation
and information purposes.

7. RECORD SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
3/4 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Equal Opportunity Office - 3rd floor
Engineering Finance Bldg. Key Bridge

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

3 years

19. NAME AND TITLE OF PREPARER

W. Franklin Bowles
Equal Opportunity Officer

20. TELEPHONE NUMBER

410 288-8431

21. DATE

9/24/92